

POLICY ON THE PROCESSING OF PERSONAL DATA AND IMPLEMENTATION OF PERSONAL DATA PROTECTION REQUIREMENTS IN THE COMPANY

1. General provisions and terms

1.1. This document sets forth the policy of the Foundation for Assistance for Internet Technologies and Infrastructure Development, TIN 7734269738, address: 72 Leningradsky prospekt, building 3, intraurban area municipal district Aeroport, Moscow 125315, Russia, (hereinafter referred to as the “Company”) regarding the processing of personal data and the implementation of requirements for the protection of personal data (hereinafter referred to as the “Policy”) in accordance with the requirements of Article 18.1. of the Federal Law No. 152-FZ “On Personal Data” dated July 27, 2006.

1.2. This Policy uses the following general definitions:

personal data shall mean any information directly or indirectly related to an identified or identifiable natural person (personal data subject);

processing of personal data shall mean any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, storage, rectification (updating/amending), retrieval, use, disclosure by transmission, dissemination or otherwise making available, depersonalization, blocking, erasure, or destruction;

automated processing of personal data shall mean processing of personal data using computer equipment;

dissemination of personal data shall mean actions aimed at disclosure of personal data to an indefinite number of people;

transmission of personal data shall mean actions aimed at disclosure of personal data to an identified or identifiable number of people;

blocking of personal data shall mean temporary cessation of personal data processing (except when processing is required for rectification of personal data);

destruction of personal data shall mean actions that make it impossible to restore the content of personal data in the personal data information system and/or resulting in the destruction of physical media containing personal data;

depersonalization of personal data shall mean actions that make it impossible to link personal data to any specific subject of personal data without using additional information;

personal data information system shall mean all personal data stored in databases and all information technology and technical means ensuring the processing of such personal data.

subject of personal data shall mean any natural person to whom such personal data are directly or indirectly related.

2. Principles of personal data processing in the Company:

2.1. Personal data shall be processed fairly and lawfully.

2.2. Personal data processing shall be limited by specified, explicit, and legitimate purposes. Personal data shall not be processed in a way incompatible with those purposes.

- 2.3. Databases containing personal data being processed for incompatible purposes shall not be merged.
- 2.4. Only personal data that meet the purposes of their processing may be processed; processing of personal data that is incompatible with the purposes of collecting personal data is not permitted.
- 2.5. Content and volume of personal data being processed shall be relevant and not excessive in relation to the purposes for which they are processed.
- 2.6. Processed personal data shall be accurate, complete, and, where necessary, up-to-date with regard to the purposes for which they are processed. Every reasonable step shall be taken to ensure that inaccurate or incomplete data are erased or rectified.
- 2.7. Personal data shall be kept in a form which permits identification of personal data subjects for no longer than is necessary for the purposes for which such data are processed unless the personal data storage period is established by federal law or by a contract to which the personal data subject is a party, beneficiary, or guarantor.
- 2.8. Unless otherwise stipulated by federal laws, personal data shall be destroyed once the goals are achieved or when such goals cease to be relevant.
- 2.9. Any collection of personal data of Russian citizens, including over the Internet, shall ensure its recording, organization, storage, rectification (updating/amending), or retrieval through the use of databases located in the Russian Federation.
- 2.10. The processing of personal data is not used for the purpose of causing property and/or moral harm to the subjects of personal data or hindering the exercise of their rights and freedoms.

3. Legal basis for personal data processing

- 3.1. The processing of personal data in the Company shall be carried out in accordance with the Federal Law No. 152-FZ dated July 27, 2006, "On Personal Data" (hereinafter also referred to as the "Personal Data Law"), Article 53 of the Federal Law of the Russian Federation No. 126-FZ dated July 7, 2003, "On Communications," the Labor Code of the Russian Federation, the Federal Law No. 402-FZ dated December 6, 2011, "On Accounting," the Federal Law No. 27-FZ dated April 1, 1996, "On Individual (Personalized) Accounting in the System of Mandatory Pension Insurance," the Resolution of the Government of the Russian Federation No. 1119 dated November 1, 2012, "On Approving Requirements for the Protection of Personal Data during Their Processing in Personal Data Information Systems," the Resolution of the Government of the Russian Federation No. 687 dated September 15, 2008, "On Approving the Regulations on the Specifics of Personal Data Processing Without the Use of Automation Means," the Charter of the Company, and other normative legal documents in the field of personal data protection.
- 3.2. The grounds for processing are:
- 3.2.1. The consent of the data subjects to the processing of personal data;
- 3.2.2. Protection of the rights and legitimate interests of the Company and third parties, or achieving socially significant goals, provided that the rights and freedoms of the data subject are not violated;
- 3.2.3. Achieving the goals stipulated by the international treaty of the Russian Federation or by law, for the implementation and fulfillment of the functions, powers, and obligations assigned to the Company by the laws of the Russian Federation.
- 3.2.4. The processing of personal data is necessary for the execution of a judicial act, the act of another body or official, which must be executed in accordance with the laws of the Russian Federation on enforcement proceedings.

4. The purposes of personal data processing:

4.1. Company shall process exclusively personal data required for service provision, operation, and protection of rights and legal interests of third parties, provided that the rights of the personal data subjects are not infringed. **The purposes of processing personal data and the list of personal data of the Company are specified in Addendum No. 1 hereto.**

4.2. Company shall not process biometric data and special categories of personal data related to race and nationality, political views, religious beliefs, and health. Processing of information about the health status of employees is carried out exclusively in accordance with current laws, including the Labor Code of the Russian Federation.

5. Conditions for termination of personal data processing

The conditions for termination of personal data processing in the Company may be:

- achieving the purposes of processing personal data;
- expiration of the consent to the processing of personal data or the agreement with the subject of personal data;
- revocation by the subject of personal data of consent to the processing of his personal data (in the absence of other legal grounds for processing);
- detection of illegal processing of personal data;
- liquidation of the Company.

6. Conditions for personal data processing

6.1. Personal data of Company's personal data subjects shall be processed for the purpose of complying with the laws and other regulatory documents of the Russian Federation, training personal data subjects who are Company's employees, ensuring personal safety of personal data subjects, controlling the scope and quality of work, and safekeeping of Company's property.

6.2. Processing of personal data shall be carried out by Company based on consent of the personal data subject, regardless of the use of automation means.

6.3. Company shall not disclose information containing personal data of personal data subjects to third parties without a written consent of personal data subjects, except when it is required for the protection of life and health or in cases stipulated by the laws of the Russian Federation.

6.4. Based on a substantiated request from the authorized bodies and solely for compliance with the applicable laws, the subject's personal data may be transferred without its consent:

- to the court for administration of justice;
- to the Federal Security Service;
- to the prosecution authorities;
- to the police;
- to other bodies and organizations in cases established by regulatory legal documents and industry standards that are mandatory for implementation.

6.5. Where consent to the processing of personal data is received from a representative of the personal data subject, the authority of the said representative for giving consent on behalf of the personal data subject shall be verified by Company.

6.6. In the event that the personal data subject withdraws its consent to the processing of personal data, Company shall have the right to continue the processing of personal data without the consent of the personal data subject in the event of any circumstances set out in applicable laws.

6.7. The publication (dissemination) of personal data to an unlimited number of individuals, including on the Company's website, may only occur based on the separate consent of the data subject, prepared in accordance with the regulatory requirements. If the data subjects establish additional conditions or restrictions on the subsequent processing of personal data, the Company communicates this information by posting the conditions or restrictions on the relevant pages of the website where the dissemination of personal data takes place.

6.8. The Company may process personal data or engage third parties to do so, or may transfer data to such parties for the purposes stated above in accordance with Russian law. Such third parties may include:

- the Company's contractors providing services under agreements where the data subject is a party, beneficiary, or guarantor; support services for IT systems; payment systems; marketing services; and other services acquired by the Company for the purposes described above;
- other affiliated persons of the Company for the purposes of intra-group coordination.

The Company may carry out cross-border transfers of personal data in cases provided for by the laws of the Russian Federation, by an agreement to which the data subject is a party, a beneficiary, or a guarantor, as well as for the conclusion of an agreement at the initiative of the data subject or an agreement under which the data subject will be a beneficiary or guarantor. This includes agreements with foreign companies, including transfers to countries that do not ensure an adequate level of protection of the rights of personal data subjects.

6.9. The Company may engage third parties to process the collected personal data and/or to transfer the collected data to them, as well as to receive data from them for the specified purposes without obtaining additional consent from the data subject, provided that such third parties ensure the confidentiality and security of personal data during processing. The processing of personal data by the said third parties is permitted both with and without the use of automation tools, as well as the performance of any actions related to the processing of personal data that do not contradict the laws of the Russian Federation. The processing of personal data by a third party shall be carried out only on the basis of an agreement that specifies the list of actions (operations) to be performed with the personal data, the purposes of processing, and provisions for ensuring the security of personal data. Such provisions shall include requirements not to disclose or disseminate personal data without the consent of the data subject, unless otherwise provided by the laws of the Russian Federation, as well as requirements in accordance with Article 19 of the Personal Data Law.

6.10. The Company shall implement legal, organizational, and technical measures to protect personal data from unlawful or accidental access, destruction, alteration, blocking, copying, distribution, or other illegal actions, and to comply with data processing principles and rules established by the Personal Data Law and other relevant regulations.

6.11. Organization of personal data storage

6.11.1. Personal data, including its storage, shall be processed only for as long as necessary to fulfill the stated purposes.

6.11.2. Personal data shall be stored on tangible (paper) media and in electronic form.

6.11.3. Access to specific personal data shall be granted only to employees of the Company whose duties require such access, and who have been authorized in accordance with the Company's internal regulations.

6.11.4. Physical storage of personal data must be organized in a way that ensures data integrity and prevents unauthorized access.

6.11.5. Data may be stored for the period defined by:

- the relevant contract involving the data subject;
- the subject's consent;
- applicable laws of the Russian Federation;
- the Company's internal policies governing document retention.

6.11.6. Personal data shall also be stored in accordance with laws on archival storage and other legal requirements specifying data retention.

6.12. Once the purpose of processing is fulfilled or consent is withdrawn, personal data shall be destroyed unless:

- otherwise provided by the agreement to which the subject of personal data is a party, beneficiary or guarantor, or by the laws of the Russian Federation;
- Company does not have the right to process personal data without the consent of the subject on the grounds provided for by Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data" or other federal laws.

6.13. Destruction of documents containing personal data shall be carried out in any way that excludes the possibility of third parties becoming familiar with the materials being destroyed and the possibility of restoring their text. Based on the results of the destruction carried out, a report on the destruction of personal data is drawn up and an entry is made in the electronic registration log in the personal data information system in accordance with the requirements established for documenting the destruction of personal data.

6.14. Specifics of data processing on the website and mobile application:

6.14.1. The personal data subject may independently provide the Company with their personal data by completing the registration form on the website when registering (creating a personal account), remotely requesting services online through the website, submitting an application for cooperation or a pre-contractual consultation regarding a service, or submitting a request for feedback.

6.14.2. When personal data subjects visit the Company's website and use its functionality, technical information may be collected using various technologies and methods, including "cookie" technologies, which allow tracking the quality of the website and its usage characteristics, as well as optimizing marketing activities on the Internet.

The Company may process information contained in cookies. The cookie processing policy is published at the following address online and constitutes an integral part hereof.

6.15. Video surveillance shall be conducted on the Company's premises to ensure compliance with laws and other regulatory legal documents, ensure the personal safety of personal data subjects, protect their lives and health, and ensure the safety of property.

7. Confidentiality of personal data

7.1. Information related to personal data that has become known in connection with the implementation of labor relations, the fulfillment of the provisions of a civil law contract to which the subject of personal data is a party, and in connection with the provision of services by the Company is confidential information and is protected by the current laws of the Russian Federation.

7.2. Persons with access to personal data have undertaken the non-disclosure obligation in respect of confidential information and have been warned about potential disciplinary, administrative, civil, and criminal liability for violating the requirements of the applicable laws of the Russian Federation on personal data protection.

7.3. Persons with access to personal data shall not disclose personal data of personal data subjects to third parties without a written consent of personal data subjects, except when it is required for the protection of life and health or in cases stipulated by the laws of the Russian Federation.

7.4. Persons with access to personal data shall not disclose personal data for commercial purposes without a written consent of personal data subjects. Processing of personal data of personal data subjects for the purpose of promoting products or services by direct contact with a potential consumer through means of communication shall only be permitted based on the prior consent of the personal data subject.

8. Implementation of the rights of personal data subjects

8.1. The personal data subject has the right to receive information regarding the processing of his/her personal data, including the following:

8.1.1. confirmation of the fact of personal data processing by the Company;

8.1.2. legal grounds and purposes of personal data processing;

8.1.3. purposes and methods of personal data processing used by the Company;

8.1.4. name and location of the Company, information about persons (except for the Company's employees) who have access to personal data or to whom personal data may be disclosed on the basis of an agreement with the Company or on the basis of a federal law of the Russian Federation;

8.1.5. processed personal data related to the relevant personal data subject, the source of their receipt, unless another procedure for submitting such data is provided for by Federal Law No. 152-FZ of July 27, 2006 "On Personal Data" or another federal law of the Russian Federation;

8.1.6. periods of personal data processing, including the period of their storage;

8.1.7. procedure for the exercise by the personal data subject of the rights stipulated by the Law on Personal Data;

8.1.8. information on the completed or proposed cross-border transfer of data;

- 8.1.9. the name or surname, first name, patronymic and address of the person processing personal data on behalf of the Company, if the processing has been or will be entrusted to such person;
- 8.1.10. other information provided for by Federal Law No. 152-FZ of July 27, 2006 "On Personal Data" or other federal laws of the Russian Federation.
- 8.2. The subject of personal data has the right to demand from the Company clarification of his personal data, their blocking or destruction if the personal data is incomplete, outdated, inaccurate, illegally obtained or is not necessary for the stated purpose of processing, and also to take measures provided by law to protect his rights.
- 8.3. The personal data subject shall have the right, including the right to withdraw their consent to the processing of personal data, by sending a corresponding request to the Company's email address at pd@nic.ru, provided that the withdrawal is signed with a qualified electronic signature in accordance with Article 6.1 of Federal Law No. 63-FZ dated April 6, 2011 "On Electronic Signature," or by sending a written withdrawal request to the Company's postal address: 2 3rd Khoroshevskaya St., building 1, Moscow 123308, Russia.
- 8.4. Upon receiving a request from the personal data subject for information related to the processing of their personal data, the Company shall, free of charge and in an accessible form, provide such information to the data subject within the time frame established by law.
- 8.5. The Company shall block personal data during the period of an internal investigation in the event that any of the following circumstances are identified:
- 8.5.1. Unlawful processing of personal data;
- 8.5.2. Inaccurate personal data;
- 8.5.3. Inability to destroy personal data within the period established by applicable personal data laws or internal regulatory documents.
- 8.6. The Company shall terminate the processing and ensure the destruction of personal data in the following cases:
- 8.6.1. impossibility of ensuring lawful processing of personal data;
- 8.6.2. upon achievement of the purpose of processing personal data;
- 8.6.3. expiration of the validity period or revocation by the subject of personal data of consent to the processing of personal data;
- 8.6.4. expiration of the established period for processing personal data.
- 8.7. Should a data subject believe that the Company is processing his or her personal data in violation of Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data" or otherwise infringing upon the data subject's rights and freedoms, the data subject shall have the right to lodge a complaint against the actions or omissions of the Company with the authority responsible for the protection of personal data subjects' rights (Federal Service for Supervision in the Sphere of Telecom, Information Technologies, and Mass Communications — Roskomnadzor), or to seek remedy through judicial proceedings.
- 8.8. The personal data subject shall have the right to protect his or her rights and lawful interests, including the right to claim damages and/or compensation for moral harm through the courts.
- 8.9. In the event of any questions or inquiries regarding the processing of personal data, the data subject may contact the Company via email at pd@nic.ru, or by sending a written request to the Company's postal address: 2 3rd Khoroshevskaya St., building 1, Moscow 123308, Russia.

9. Measures aimed at ensuring the company's fulfillment of obligations under Articles 18.1 and 19 of the Federal Law No. 152-FZ "On Personal Data" dated July 27, 2006

- 9.1. The Company shall implement all legal, organizational, and technical measures prescribed by applicable regulatory legal documents to ensure the security of personal data when processed in the Company's personal data information systems.
- 9.2. When processing personal data, the Company shall:
- 9.2.1. Appoint a person responsible for organizing the processing of personal data;
- 9.2.2. Adopt local regulatory documents that define the policy and issues related to the processing and protection of personal data;
- 9.2.3. Conduct regular internal scheduled and unscheduled inspections and monitor compliance of personal data processing procedures with applicable laws;
- 9.2.4. Regularly assess potential harm that may be caused to personal data subjects in the event of a violation of their rights or legal requirements;
- 9.2.5. Establish procedures for access to information resources and maintain records of positions of Company employees whose access to personal data—processed both with and without the use of automation tools—is necessary for the performance of their official (employment) duties;
- 9.2.6. In cases provided for by the laws of the Russian Federation, utilize information protection tools within the personal data protection system that have undergone conformity assessment in the prescribed manner. The commissioning of new information systems shall be carried out only after the procedures for assessing the effectiveness of the measures taken to ensure the security of personal data have been completed;
- 9.2.7. Keep records of the categories and list of personal data processed within the Company, the categories of data subjects whose personal data is processed, the storage periods, and the procedures for destroying such personal data;
- 9.2.7. Maintain records of machine carriers of personal data and the Company's information systems where personal data is processed;
- 9.2.8. Define the necessary level of security for personal data processed in the Company's personal data information systems; Identify security threats to personal data during their processing in information systems.
- 9.3. Within the personal data protection system, the Company shall implement:
- Protection of the building, including the premises where the technical equipment of personal data information systems is located;
- Equipping the Company's premises with lockable doors and video surveillance systems;
- The use of necessary software and hardware protection tools, including tools to prevent unauthorized access, tools for access control and user activity logging, antivirus protection tools, vulnerability analysis, backup systems, firewalls, and tools to prevent data leaks;
- Organizational measures to ensure the security of personal data, particularly procedures for establishing access rules to personal data, and for the registration and accounting of all actions performed with personal data.
- 9.4. When processing personal data without the use of means of automation, Company shall follow the requirements of the Regulation of the government of the Russian Federation No. 687 "On approval of the statute on special aspects of personal data processing without the use of means of automation" dated September 15, 2008.
- 9.5. Ensures that the Company's employees directly involved in the processing of personal data are familiar with the provisions of the Russian Federation laws on personal data (including the requirements for the protection of personal data), and local documents on the processing of personal data. Conducts training for its employees on a regular basis and brings to their attention the requirements of the Russian Federation laws.
- 9.6. The Company shall be held liable for breaching its obligations on ensuring protection and confidentiality of personal data under the laws of the Russian Federation.
- 9.7. To ensure unlimited access to the Company's Policy regarding the processing of personal data and information on

the measures taken to protect personal data, the text of this Policy is published on the official website of the Company (<https://faitid.org/>).

10. Liability

The liability of employees and officials of the Company who have access to personal data for failure to comply with the requirements of the standards governing the processing and protection of personal data shall be determined in accordance with the current laws of the Russian Federation and the internal regulatory documents of the Company.

| Addendum No. 1 to the Policy on the processing of personal data and implementation of personal data protection requirements in the company | |
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| Purpose No. 1 | Ensuring seamless and effective information interaction among the Company's employees and with employees (representatives) of affiliated entities |
| categories of personal data | surname; first name; patronymic; employment information, including position, structural unit, personnel number, contact details (telephone number, email address (personal/corporate)); information on achievements; identifiers in automated systems; day and month of birth; workplace location; social media links; information about hobbies and interests (if such information is voluntarily disclosed by the personal data subject via the Company's internal communication channels); photographic image; other personal data necessary to achieve the stated purpose, collected subject to the existence of and in accordance with legal grounds for personal data processing. |
| categories of subjects whose personal data are processed | employees of the Company; employees of partners |
| List of processing activities | collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (provision, access), blocking, deletion, destruction. |
| terms of processing and storage | until the achievement of the purpose of processing or expiration/withdrawal of the consent provided by the personal data subject, unless otherwise required by law. |
| processing methods | mixed; including transmission over the Company's internal network and over the Internet. |
| destruction procedure | as defined in Clause 6.13 hereof |
| Purpose No. 2 | Ensuring the exercise by the Company's employees of their labor rights and guarantees, including compliance with the labor law of the Russian Federation and other regulations containing labor law provisions; organizing and regulating labor and production processes; providing information support; assisting employees with employment, training, and career development; facilitating the performance of labor and official duties; providing necessary tools for the execution of job responsibilities; ensuring personal safety; monitoring the quantity and quality of work performed; safeguarding property; organizing and holding corporate events. Only those categories of personal data necessary for such interaction shall be processed. |
| categories of personal data | surname, first name, patronymic; date and place of birth; details from identity documents; gender; citizenship; registration address; actual place of residence; photographic image; place of employment; telephone number (corporate/personal); taxpayer identification number (TIN); individual insurance account number; military service and conscription status; data from education and qualification documents; position information; employment history including previous employers; salary and deductions; performance bonus categories, coefficients, and amounts; email address; |

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| | marital status; family composition; award documents; knowledge of foreign languages; academic degrees and titles; certification data; address for remote work duties; user ID in the Company's information systems; information from access control systems; personnel number; bank account details and card number; driver's license data; details of issued powers of attorney; information on social benefits and grounds for granting such benefits under applicable labor law; results of medical examinations confirming fitness for work; evaluation/test results; data from corporate calendar systems; records of achievements, awards, and incentives; and other personal data necessary to achieve the stated purpose, collected subject to and in accordance with legal grounds for processing. |
| categories of subjects whose personal data are processed | employees of the Company, former employees, and employees' relatives |
| List of processing activities | collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (provision, access), blocking, deletion, destruction. |
| terms of processing and storage | Until the achievement of the purpose of processing or the expiration/withdrawal of the personal data subject's consent, unless otherwise required by law. |
| processing methods | mixed; including transmission over the Company's internal network and over the Internet. |
| Destruction procedure | as defined in Clause 6.13 hereof |
| Purpose No. 3 | Ensuring compliance with the requirements of laws and other regulatory legal documents of the Russian Federation with the processing of only those categories of personal data that are necessary for compliance with the requirements of the respective regulatory legal documents |
| categories of personal data | last name, first name, patronymic; email address; residential address; mobile phone number; Insurance Number of Individual Ledger Account (SNILS); TIN; citizenship; position; details of the identity document; date and place of birth; ownership shares in legal entities; place of work; education, including the name of the educational institution, date of graduation, awarded qualification, specialty; past work experience, profession; photograph; information on payments; bank account details; information on proficiency in foreign languages, skills; other personal data necessary to achieve the purpose of processing personal data, the collection of which is carried out in the presence of and taking into account the legal grounds for processing personal data |
| categories of subjects whose personal data are processed | individuals in respect of whom information is provided at the request of authorized bodies, including bodies carrying out operational investigative activities, as well as subjects of personal data; individuals in respect of whom the requirements of regulatory legal documents in terms of the transfer of information to third parties are ensured; individuals whose personal data is processed for the organization of accounting and tax reporting; individuals whose personal data is processed for the implementation and performance of the functions, powers and obligations imposed on the Company by the laws of the Russian Federation, including participants, beneficiaries, individuals included in the management bodies/control bodies of the Company/subsidiaries and dependent companies; authorized representatives |

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| List of processing activities | collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (provision, access), blocking, deletion, destruction. |
| terms of processing and storage | Until the achievement of the purpose of processing or the expiration/withdrawal of the personal data subject's consent, unless otherwise required by law. |
| processing methods | mixed; including transmission over the Company's internal network and over the Internet. |
| destruction procedure | as defined in Clause 6.13 hereof |
| Purpose No. 4 | Attracting and selecting candidates for employment in the Company and its affiliates, assisting in further employment in the Company and third parties – partners of the Company and forming a personnel reserve for these purposes |
| categories of personal data | surname, name, patronymic; date of birth; place of birth; email address; residential address; citizenship; details of the identity document; place of study or work; work experience, length of service; mobile phone number; military service status; marital status, presence of children; other personal data necessary to achieve the purpose of personal data processing, the collection of which is carried out in the presence of and taking into account the legal grounds for processing personal data |
| categories of subjects whose personal data are processed | applicants (candidates) for vacant positions; persons in the personnel reserve |
| List of processing activities | collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (provision, access), blocking, deletion, destruction |
| terms of processing and storage | Until the achievement of the purpose of processing or expiration/withdrawal of the consent provided by the personal data subject, unless otherwise required by law. |
| processing methods | mixed; including transmission over the Company's internal network and over the Internet. |
| destruction procedure | as defined in Clause 6.13 hereof |
| Purpose No. 5 | Interaction within the framework of contracts with contractors, organization and management of regular business activities of the Company |
| categories of personal data | last name, first name, patronymic, telephone number; corporate email address; position; other personal data necessary to achieve the purpose of processing personal data, the collection of which is carried out in the presence of and taking into account the legal grounds for processing personal data |
| categories of subjects whose personal data are processed | contractors (individuals); representatives and employees of the contractor |
| List of processing activities | collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (provision, access), blocking, deletion, destruction. |
| terms of processing and storage | Until the achievement of the purpose of processing or the expiration/withdrawal of the personal data subject's consent, unless otherwise required by law. |
| processing methods | mixed; including transmission over the Company's internal network and over the Internet. |
| destruction procedure | as defined in Clause 6.13 hereof |